



BFPS PERSONAL PROPERTY POLICY

DUE FOR REVIEW

June 2028



Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9782 1333.

PURPOSE

To explain Banyan Fields Primary School's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.

SCOPE

This policy applies to all school activities, including camps and excursions.

POLICY

Banyan Fields Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education does not have insurance for personal property of staff, students and visitors. Banyan Fields Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.

Banyan Fields Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

If students bring items of value to school, the student may be required to give this to a staff member so it can be stored in a secure location within the school until the end of the day, when the items may be collected by the student and/or parent.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Consultation	Consultation with School Council on July 2024
Approved by	Principal
Next scheduled review date	June 2028